

RESOLUTION NO. 96-137

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE AMENDED CLASS SPECIFICATION AND  
TITLE CHANGE FROM TRANSIT COORDINATOR  
TO TRANSPORTATION MANAGER

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RESOLVED, that the Lodi City Council does hereby approve the amended class specification and title change from Transit Coordinator to Transportation Manager, as shown on Exhibit A, attached hereto.

Dated: September 18, 1996

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I hereby certify that Resolution No. 96-137 was passed and adopted by the City Council of the City of Lodi in a regular meeting held September 18, 1996 by the following vote:

AYES: Council Members - Davenport, Mann, Pennino, Sieglock  
and Warner (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None

  
JENNIFER M. PERRIN  
City Clerk

## **TRANSPORTATION MANAGER**

### DEFINITION:

Under general direction, develops and coordinates short-range and long-range transportation plans; plans and organizes the operations of the City's demand response and fixed bus route transit system; coordinates assigned activities with other City departments, Federal Transit Administration, the San Joaquin Council of Governments, other outside agencies and the general public; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED:

Exercises general direction over transit operations staff and contractor, and provides technical direction to Public Works engineering staff. Receives direction from the Public Works Director.

### EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Develops, coordinates and manages the City's short and long-range transportation planning efforts, including transportation components of the General Plan.
- Develops, implements and administers Street Improvement Fees and Traffic Signal Fees; defends methodology before City Council and/or in Court.
- Reviews, comments upon and coordinates the work of outside Traffic Engineering/Planning consultants on City and multi-agency projects.
- Represents the City's interest and provides expert testimony in transportation matters at Planning commission, city Council, committee meetings, and meetings with other agencies and/or developers.
- Represents the City at the Council of Governments and related official bodies.
- Coordinates and performs research and analysis leading to the development of new and improved transit systems and related street, rail and other transportation systems, to include routing patterns, rate structures, travel patterns, cost analysis, financial needs, funding sources, and related issues.
- Analyzes problems, issues, and costs relating to private and public costs and benefits, and anticipated impacts on current transportation operations.
- Coordinates with cities, transit and transportation operators, county departments, and other public and private agencies the most effective current and future transit and transportation systems.
- Develops and administers policies and procedures concerning transit operations.
- Determines revenue needs and resources.
- Prepares, monitors and administers transit budget.

EXAMPLES OF DUTIES (Cont'd):

Prepares grant applications and ensures compliance with grant funding requirements.  
Prepares and maintains a variety of records, data and reports.  
Prepares contracts, requisitions and purchase orders.  
Coordinates transit vehicle and equipment maintenance.  
Monitors and evaluates transit operations.  
Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Federal, State and local laws and regulations governing public transit system operations and transportation grant funding.  
Modern transit system operating principles and practices.  
Principles and practices of supervision.  
Basic mathematics, account record keeping and budgeting.

Ability to:

Plan, organize and direct contracted transportation operations.  
Analyze operating conditions and problems and recommend and implement appropriate solutions.  
Prepare reports and compile statistical data.  
Establish and maintain cooperative relationships with those contacted in the course of work.  
Develop, read and interpret rules, policies and procedures.  
Research complaints, problems and prepare responses for management, including composing correspondence.  
Operate standard office equipment including microcomputer software.  
Maintain tact, poise and professional demeanor under adverse circumstances.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's degree with major coursework in public or business administration, transportation and planning, or a related field.

EDUCATION AND EXPERIENCE (Cont'd):

Experience:

Three years of increasingly responsible experience in transit or transportation planning, transportation engineering, public transit operations, or a closely related field.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.